



Town of Warren, Rhode Island

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## Minutes of the Economic Development Board

The Town of Warren, RI Economic Development Board met at a Special Meeting on January 7, 2013 at 6:00 p.m. at Town Hall, located at 514 Main Street. Board members present were Karen Dionne, Mark Lombari, Spencer Morris, Christine Lichatz and Benjamin Terry. Board members Sara Volino and Kate Dickson were absent. Ex officio member Caroline Wells was absent. Moe Clare was present at the meeting as a guest. Kristin MacDonald was present at the meeting to serve as Secretary to the EDB.

### **1. Discussion regarding job description for Economic Development Coordinator**

The board reviewed the job description for the position of economic development coordinator and reviewed each of the essential functions and responsibilities as listed. The board agreed that several of the described job functions might be intersecting with the duties of the Town Planner or the Town Manager; the first step in filling the position of economic development coordinator should be defining the scope of the responsibilities of each department within the Town Hall. Mr. Lombari said that he will discuss this issue with the Town Manager before the EDB meeting scheduled for January 22, 2013. Both Mr. Gordon and Mr. Stanley will be present at the next EDB meeting to further discuss this agenda item.

### **2. Discussion regarding EDB budget for 2013-2014**

After a discussion of the needs of the board for the upcoming year, the board decided to request \$5000 for promotional and collateral materials and to request \$80,000 for the economic development coordinator position. Mr. Morris made a motion to request \$85,000 for the EDB budget for 2013-2014, the motion was seconded by Mr. Lombari, and all members were in favor. Ms. Dionne will prepare the budget request and submit it to Town Hall..

A motion was made to adjourn by Mr. Morris, the motion was seconded by Mr. Terry, and all members were in favor.

The meeting adjourned at 7:30 p.m.

The next EDB meeting is scheduled for Tuesday, January 22, 2013.

Respectfully Submitted,

Kristin M. MacDonald

January 18, 2013

